APPENDIX D

PREPARATION OF STANDARD FORM (SF) 120, REPORT OF EXCESS PERSONAL PROPERTY

- A. <u>General</u>. A separate SF120 is required for each ownership category of equipment being reported; i.e., Government-owned, leased from the manufacturer or third party, or leased from the GSA Information Technology Fund. The SF120 is designed for reporting multiple items. To reduce paperwork and improve marketing of excess AE, report all items in each ownership category on one SF120. Submit a signed original and minimum of one copy to reach DARIC no earlier than 180 days and no later than 120 days prior to the projected availability date of the equipment. SF120s that are not prepared properly will be returned for correction.
- 1. <u>Initial Report of Excess</u>. Detailed instructions for preparation of the SF120 are as follows:
- a. <u>Block No. 1 "Report Number."</u> Obtain this report number from the accountable property officer at the installation originating the report. It consists of the DoD Activity Address Code (DoDAAC) listed in DoD 4000.25-6-M, Ordinal Date, and the report sequence number. (The Ordinal Date, often referred to as Julian Date, is comprised of the last digit of the year, and three digits in the range of 001-365 (366 in leap year) representing the sequence number of the day in the year; e.g., August 14, 1987 is coded 7226.) If the report is more than one page, insert the number shown in the "Report Number" block on a continuation sheet. Standard Form 120a.

	DODAAC	ORDINAL DATE	REPORT NO.		
Example:	FB2829 -	7226	1036		

- b. <u>Block No. 2 "Date Mailed."</u> Calendar date of initial preparation of report (day, month, and year.)
- C. <u>Block No. 3 "Total Cost."</u> The sum of the acquisition value of all line items on the report, resulting from the total of all costs shown in Block 18(g) on all pages-of report. .
- d. <u>Block No. 4 "Type of Report."</u> Check box a, b, c, d, e or f, as appropriate.
 - e. <u>Block No. 5 "To."</u> Insert the following address:

Director
Defense Automation Resources Information Center
ATTN: DARIC-R
Cameron Station.
Alexandria, Virginia 22304-6100

f. Block No. 6 "Appropriation or Fund to be Reimbursed."

Leave blank.

g. <u>Block No. 7 "From."</u> Enter the name and address (including ZIP Code +4) of the reporting activity. Normally this will be the releasing activity. If the report is more than one page, insert the same information in the "From" block on the continuation sheet, SF120a.

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- h. <u>Block No. 8 "Report Approved."</u> Enter the name and title of the person authorized to approve the report at the originating activity. Usually, it will be "the accountable property officer or the Chief of the DPI. The original SF120 <u>must be signed</u> to indicate the report has been reviewed and is correct.
- name, title, address, (including ZIP Code +4), and both AUTOVON and Commercial (including area code) telephone numbers of the person at the reporting activity who may be contacted for additional technical, operational, or status information concerning the excess equipment. It is important that the person listed be familiar with the equipment and its anticipated availability for redistribution since this information will be provided to any person interested in acquiring the equipment.
- j. <u>Block No. 10 "Agency Approval."</u> This block is reserved for use by the DoD Component focal point (Appendix Z) if Component procedures require the SF120 be forwarded through the focal point before submission to DARIC.
- k. <u>Block No. 11 "Send Purchase Orders or Disposal Instructions To."</u>
 Enter the name and the complete mailing address (including zip code +4) of the person to whom correspondence relating to the excess transaction should be transmitted. Provide both AUTOVON and Commercial (including area code) telephone numbers. If the information is the same as shown in Block 9, indicate, "Same as Block 9." DARIC will forward all correspondence relating to the excess report to the person indicated in Block 11.
 - 1. Block' No. 12 "GSA Control No." Reserved for GSA use only.
- m. <u>Block No. 13 "FSC Group No."</u> Insert "AE^t' in this block. No further classification is required.
- n. <u>Block No. 14 "Location of Property."</u> Provide the actual physical location-of the property being reported, including the Data Processing Installation (DPI) Number and mailing' address, including zip code. If the location does not have a DPI number assigned, obtain one from the DoD Component focal point. Contractors can obtain DPI numbers from the Administrative Contracting Officer (ACO).
- o. <u>Block No. 15 "Reim/Reqd."</u> Leave blank unless the equipment reported is Exchange/''Sale" or GSA Information Technology Fund equipment requiring reimbursement. When reporting Exchange/''Sale" or Fund equipment, place an "X" in the "Yes" box and list the "Cost to Acquire" in Block 18b for each applicable item..
- p. <u>Block No. 16 "Agency Control No."</u> Reserved for use by DoD Component focal points.

q. Block No. 17 "Surplus Release Date. "

- (1) <u>Leased EquipmeIndicate</u> projected date equipment is scheduled to be returned to vendor.
- (Z) <u>Government-owned equipment</u>. Indicate projected date equipment will no **longer** be required by **the** using activity.
- (3) Exchange/''Sale" equipment. Indicate projected release date or the latest date the vendor had indicated for acceptance of their exchange (trade-in) offer, whichever is earlier. The date indicated must allow 60 days for civil agency screening through GSA.
- r. <u>Block No. 18 "Excess Property List."</u> Contractors may attach appropriate inventory schedules (SF1432, SF1432, SF1433, or equivalent) to the SF120 instead of filling in Block 18, provided the reporting format includes a full commercial type description of the items and other appropriate data required by this Manual for columns a through h of Block 18, and any other special information required as identified below. This exception also applies to DoD activities that can provide the required information as an output from an automated system in the SF120 format.
- s. <u>Block No. 18(a) "Item No."</u> List items in numerical sequence beginning with "l" for each SF120 submitted. Special features and/or options are included with the itemized, component description in Block 18(b). Consolidate all items with the same manufacturer, type and model numbers, and condition as one line item (increase, quantity).

t. Block No. 18(b) "Description."

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- (1) <u>AE</u>. Include nomenclature of the item, name of manufacturer, type, model number, year of manufacturer as defined by this Manual, serial number, special features, and options or modifications.
- (2) Repair parts and Support items with an individual unit acquisition cost of more than \$1,500. Include nomenclature, name of manufacturer, model number, part number and type of AE it is used with, and serial number.
- (3) Supplemental information, as appropriate, to be included after the last item_listed in Block 18(b), follows:
- (a) "Equipment Leased from GSA Information Technology Fund." Note: Also include a copy of the GSA lease agreement.
- (b) "Leased from other than Original Equipment Manufacturer. This equipment is currently under third party lease under contract (number). Original lease started (date). Government equity as of (date) is \$(total)."
- (c) Maintenance of AE. Enter appropriate statement: Original Equipment Manufacturer," "Third Party Maintenance" (provide name of company and contract number) or "In-house Maintenance," etc.

- (d) When the automation equipment is part of an Exchange/
 "Sale" transaction as outlined in Chapter 2, Section E, the words, "Exchange/
 Sale Property" shall be displayed on the SF120. (See Section B, below, for special Exchange/''Sale" reporting requirements.),
- (e) If classified information has been processed on the equipment, include a statement that the-equipment has been properly declassified and may be reutilized in a nonclassified environment,

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- (f) If the equipment reported is being replaced as a result of an obsolescence review, state the reason; e.g., replaced because maintenance is no longer available from Original Equipment Manufacturer (OEM), because spare parts are no longer available from the OEM, because of excessive cost of operation, etc.
- (g) If contractor inventory, cite contract number from which excess AE is generated.
- (h) If excess AE is generated as result of a base closure or space reduction action, indicate the situation and the **final** date that AE must be removed from the site.
- (i) When AE is reported excess from a WWMCCS installation, identify as WWMCCS excess AE.
- (j) Request for Retention of Excess. When an activity desires to retain the equipment for maintenance by redundancy, for a potential requirement, or for cannibalization, state this information. Provide cost benefit information in accordance with Chapter 2, paragraph I.l.f.
- (k) Reports that include commercially available software must contain the following statement: "Reuse of this software does not violate any known Federal copyright laws or vendor and/or supplier licensing agreements."
- u. <u>Block No. 18(c) "Cond."</u> This block is used for both ownership and condition codes.
- (1) Ownership. Enter "P" if the equipment is Government-owned; "L" if leased; "E/S" if Exchange/'/Sale"; or, "Fund" if GSA Information Technology Fund-owned.

(2) Condition

- (a) Enter the appropriate alphanumeric condition code for each item shown in Block 18(b). Appendix E includes a detailed definition of the condition codes used for AE redistribution.
- (b) The condition of the equipment must be <u>accurately</u> reflected in the report of excess so a potential acquiring activity can determine if continued use of the equipment is economically beneficial. Incorrect condition codes could result in unanticipated expenditures by an acquiring activity to make AE operational, or could prevent consideration for use by other activities.

- . (c) When equipment is reported with condition codes A6, B3, B6, C3, C6, D3, D6, E7, E8, E9, F7, F8, F9, G8, HX, HS, or SS, include the estimated cost to restore or the repairs required.
- v. <u>Block No. 18(d) "Unit."</u> Enter the standard unit of issue, normally for AE it is "each."
- w. <u>Block No. 18(e) "Number of Units."</u> Enter the total number of line item units.
- x. <u>Block No. 18 (f) "Acquisition Cost Per Unit."</u> Enter the original acquisition price determined from the Accountable Property Officer's records for Government -owned equipment;" for leased equipment, enter the acquisition price "from the GSA Federal Supply Schedule (at time of original installation) to purchase like new equipment from the original equipment manufacturer. Round off cost to the nearest dollar.
- y. <u>Block No. 18(g) "Acquisition Cost Total."</u> Enter the total price from the total number of units (Block 18(e)) multiplied by the per unit acquisition cost (Block 18(f)).
- z. <u>Block No. 18(h) "Fair Value."</u> This column is used only for indicating the purchase option price of leased AE. (Value in block 18(f) minus lease credits accrued equals purchase option price per unit). When reporting excess that is leased or was acquired on a lease-to-ownership plan basis where payments are still due, the total cost to acquire after credit is allowed for payments made, or equity accrued, is essential information for potential users to evaluate the benefits of acquiring the equipment. This information should be developed in conjunction with the equipment supplier.
- 2. Changes to SF120s. Changes to the status of excess previously reported on an SF120 are submitted on a signed original SF120 and one COPY, as follows:

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- a. <u>General</u>. Indicate the DoD Case Number assigned by DARIC to the original report of excess. Enter the DoD case number in Block 18(b).
- b. <u>Corrections.</u> Insert the original report number in Block 1, check Block 4b, and complete Blocks 2, 5, 7, and 8 on the corrected SF120 in the same manner as indicated for the original submission. Complete the remaining blocks and columns on the form only to the extent necessary to show the correction. For example, if information in Block 9 on the original report is the only item that needs correction, complete only Block 9 on the correcting report. Similarly, for corrections in columns 18(a) through 18(g), enter in column (a) the item number requiring corrections and complete columns (b) through (h) only to the extent necessary to identify the correction.
- c. <u>Withdrawals (Partial or Total)</u>. SF120s are used for withdrawal only if the equipment availability slips 6 months or more, during which period the equipment will continue to be used for the same purpose for which it was originally approved and acquired. When the equipment is no longer required after withdrawal, the releasing activity is responsible for reporting the equipment so that the SF120 reaches DARIC 120 days prior to its new planned

release date. Slippages of less than 6 months shall be treated as a change to the ARD and processed as a correction to the. original SF120, as in paragraph A.2.b., above.

- (1) Partial Withdrawals. If the SF120 is withdrawing excess items previously reported, insert the original report number in Block 1, check Block 4c, and complete Blocks 2, 3, 5, 7, and 8. The line items or portions of line items withdrawn must be identified in 18(a) through 18(d), 18(f), and 18(h), as shown on the original report. The number of units withdrawn must, be indicated in Block 18(e) and the acquisition cost applicable to these items must be shown in Block 18(g).
- (2) Total Withdrawals. If the SF120 is withdrawing all items previously reported, insert the original report number in Block 1, check Block 4d and complete Blocks 2, 3, 5, 7, and 8.

B. EXCHANGE/"SALE" REPORT

- 1. Prepare the SF120 in accordance with the instructions outlined in paragraph A.1, above. In addition to the standard information required, display prominently the following statement on thefirst page of SF120: "EXCHANGE/"SALE" PROPERTY. A written administrative determination has been made or will be made to apply the exchange allowance or proceeds of sale to the acquisition of similar items by other than lease." Also include the following information:
- a. The name and telephone number (including area code) of the Government contracting officer.
- b. The delegation of procurement authority (DPA) number assigned by GSA for the replacement equipment, if required.
 - c. The type of replacement equipment.
 - d. The method of acquisition" for the replacement equipment.
- e. The identity'of the offeror-of the exchange (trade-in). A written offer shall be solicited from the offeror that cites the cost of the replacement equipment being acquired with and without the exchange allowance. A copy of the written offer must be included with the SF120.
- f. The anticipated purchase price and the required reimbursement. The agency reimbursement shall be the highest trade-in allowance offer that the reporting activity has received from the vendor for the specific AE.
- 2. Promptly submit to DARIC a revised SF120 to indicate any change to the exchange (trade-in) allowance offer subsequent to the submission of the initial SF120.
- C. EXAMPLES OF COMPLETED SF120s. The following pages provide examples of properly prepared SF120s.

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STANDAI FORM 120 REV. APRIL 15 EDITION

(Use Standard Form 120A for Continuation Sheets)
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PREVIOUS EDIT & USABLE

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STANDARD FORM 142S (10-83)
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			report is made) THRU	70G/GAMO,	wash,			6. AP	PROP. OR FUND	TO DE	REIMBURSED	(if any)
7. FROM (-R) Camero Name and Address o	on Station Frequency		ces Informia, VA 22	mtio 2304-	n Cent 6100	ter		April C		Ę.	te
AFASPO/	PGA, Gunte	r AFS, AL	36114						elvin C. eputy Pr			ger
Directo	or of AFA	MPE System	Address and Jelephone ins Engineer AL 36114 C	ing AV 446	5-433 76-43	9 39		10.	heryl Wi	FIL	pplicable	
11. SEND PU		r disposal instr Block 9	CUCTIONS TO (Title, A	ddress and Telepho	me No.)			12. 4	gsa control n	0.		
13. FSC GRO		TION OF PROPERT	Y (If location is to be	abandoned give dat	e)	15. REIN	M/REQD	16.	AGENCY CONTRO	L NO.	17. SURPLUS F	RELEASE
AE	L _		ewton Sq. So			YEs	NO				DATE 1 Jul	Ω7
18. EXCESS	Restor	<u>.</u>		DPI 605			NUMB	FR	ACQU	TION	COST	FAIR
NO.			RIPTION		COND.	TINU	OF UN	IITS	PER UNIT		TOTAL	.".s
(a)			" PROPERTY		(c)	(d)	(0)		(f)		(2)	<u>u</u>
1. 2.	PERKtN-E Magnetic serial T32170 , T 11)5166 T04953 , T17050, 17 172% , T Manufact	Inge alloware tens by or lms, Mod rape Dr Numbers: To 105872, To 1		eds Of lease. 045N 2171, 6, 7,	-A4	towa ea.	rds t	he	l be made acquisi 4,050 LE 1,800	. on	of apply of 1.50	,512
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STANDA! APRIL 19	FORM 120 RE EDITION	4 	dard Form 120A <i>for</i> 3 <mark>-00-634-407</mark> 4	Continuation Sh	HS)	120-105		PRI	EVIOUS EDIT	US	ABLE	-

MOARD FORM 13 NL 1957 NL SERV. ADMIN. MR (41 CFR) 107-4	EXCESS PER	REPORT OF EXCESS PERSONAL PROPERTY			0001	2 DATE MAILED 15 Apr 87				\$. ToTN. COST			
TYPE OF REPORT	(Check one only of "a," "b, " "c," or "d")	a. ORIGINAL b. CORRECTED	X c. PARTIJ			so check appropria		nd/or "f"	-	e. OVERSE			
TO (Name and	Address of Agency to which report intomation Resource, Cameron Station	18 made) THRU Ces Inform	urrector ation Cer	iter				PROP, OR FUND	TO BE	•			
FROM (N A Syste umbus ,	ame and Address of Reporting Agency) ems Automation OH 4321.5-5002 R INFORMATION CONTACT (Title, Ad	Center, P	.o. Box		5 0 5		10. /		of Of	f ice D	Sm		
SEND PUR	CHATE ORDERS OR DISPOSAL INS			ŕ	5. BEIM	I/REQD		SENCY CONTROL	•	17. SURPLUS DATE	RELEAS		
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EXCES OP TEM NO. (a)	ERTY LIST DESCRIF)ND.	UNIT _{(\$)}	OF UN		PER UNIT	LION	TOTAL	FAI VAL %		
I 1 1	DoD Case No. 3908- Disk Module and Model: 3653 W/f eatures: 4301 S/N 11141	87 Control Men	prex	P A4	ea	1			g	9,825			
	For continued use	on same a	pplication	SM:	<u>ו</u>	区							
ANDAI P		ard Form 120A for	Continuation \$1	<u> </u>	120~105		Pf	IOUS EDIT	۷ ۷	SABLE ~	<u> </u>		

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STANDARD FO APRIL 1957 GEN. SAW. A FPMR (41 CFR	ORM 130 REV. CMIN. 1) 101-43-111	REPORT OF EXCESS PERSONAL PROPERTY	1. REPORT NO NO 121-		2869	3. DATE MAIL 2 Oct		3. TOTAL COST 3830 . 00	
4. TYPE OF REPOR	T to	(Check one only of K. s. ORIGINAL	c. PARTI		(A	lso check "e" : appropriate)	and/or "f"	e. OVERSEA	
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ARIC-R	رSt	ation, Alex VA, 25	2304-610	0			Marie Contraction		
-		of Reporting Agency) Officer					Mack	er (little)	,
		River, MD 20670-5000					ply Offi	cer	_
		ATION CONTACT (Title, Address and Telepho		5000		100	/ \	AL (N applicable)	
Sam 12 AV 656		NAS Patuxent River, M COM (301) 363-9999	D 20670-	טטטכ		Car	ol Simm	ons	•
		E ORDERS OR DISPOSAL INSTRUCTIONS TO (TIE	tie, AddresanddiTelepi	none No.)			GSA CONTROL N		
_	- 4 1	•		ŗ					
Same a	as Bloc l	K 9 LOCATION OF PROPERTY (If location is to be	o shandased gwe dai	·a\	S. RE	EQD 16.	AGENCY CONTRO	N. NO. 17. SURPLUS	RFI FASF
NO.		As Patuxent River, MD	•	,	YES	NO		DATE	
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ITEM	OPERTY LIS	ST		OND	JNIT	NUMBER		SITION COST	FAIR 'ALUE
No. (8)		DESCRIPTION		(c)	(d)	F UNITS	PER UNIT	TOTAL (E)	% (h)
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